



**DATE:** June 28, 2018

**TO:** Virginia Spillman, Water Resources

**FROM:** Kirim McGee, M/WBE Office

**DEPARTMENT:** Water Resources

**SUBJECT:** M/WBE Memo for Change Order No. 2 for Contract 2016-390 Townsend WTP Basin and Filter Improvements Construction Administration

The M/WBE Office reviewed the change order to contract No. 2016-390 Townsend WTP Basin and Filter Improvements Construction Administration to determine continued compliance with the City's M/WBE Program Plan. The M/WBE Program Plan requires a Prime contractor to make a Good Faith Effort to provide M/WBE firms an equal opportunity to perform on a contract including change orders. Change Order No. 2 will increase the value of the contract to Hazen and Sawyer to \$1,849,300. The goal assigned to the contract was MBE 17.3%. The contractor is required to maintain the M/WBE participation throughout the duration of the contract unless approved in advance by the City. Hazen and Sawyer continues to be in compliance with the M/WBE participation requirements of the contract.

Hazen and Sawyer proposes to change the subcontract to Crittek Engineering by approximately 2% increasing the overall M/WBE utilization on the contract to 19.2%.

Firm Name	County	Description of Work	Current Contract Amount	Revised Contract Amount	Total Contract Percentage	Difference (+/-)
Crittek Engineering Group(MBE)	Guilford	Contract Administration	\$170,240.00	\$355,240.00	19.2%	+2%

Please be reminded that during the performance of the contract, if there is a change to the scope of work either through change orders or additions; the contractor must contact the M/WBE Office prior to making any such changes or substitutions.

Please give me a call at 336-373-7698 if you have any questions.

KM

cc: Gwen Carter, M/WBE Coordinator